

Recruitment Project Coordinator

As the premier legal recruitment firm in Europe and Emerging Markets, Legalis has built a strong track record over the years in delivering high quality and high profile hires, especially at the Partner and General Counsel levels. We focus on finding the finest legal talent.

We are currently looking for a highly motivated individual to provide support services to our Managing Director. Our Managing Director is actively involved in working across multiple markets from market strategies to hands-on search work or supervision of work. These markets include France, Germany, Spain, Czech Republic, Turkey, Brazil, and South Africa to name a few.

The candidate would be a part-time or full-time role holder 20 – 40 hours per week. Whether part or full time, they will be expected to be available and checking their emails as they will be sharing much of the pressure and late hours of the Managing Directors job. To prove yourself really valuable to this senior management member, you'll have to be very flexible and possess outstanding problem solving skills. Your duties will be varied and multi-tasking is required. You will need stamina and dedication because at this senior level you will be expected to finish important work.

You will split your time between two offices; one in the 3rd district of Budapest (Lajos utca) and the other near Pasareti Ter.

Core Responsibilities:

The core duties of the executive assistant are administrative. You'll primarily be

- Managing the CEO's schedule meetings making sure notices go to all attendees, setting up calls;
- Checking email from time to time and sending personal replies on behalf of the Managing Director. Replying to the non-priority mails will usually fall to the EA;
- Liaise with clients and candidates;
- Manage database input;
- Additionally, you will manage some personal arrangements and charity endeavors the MD is engaged in.

Competencies:

- Strong communication skills and the ability to communicate with people at different levels;
- Be able to clearly communicate information both verbally and in written form;
- Ability to work under pressure and deal with high volumes of work;
- Dependable and reliability - be willing to take on extra responsibilities;
- Has to have a sense of commitment and motivation to excel in the role;
- Internet-savvy individual who is easily reachable online;
- Detail oriented, quick learner and a good multitasker.

Requirements:

Essential

- Native English speaker or fluency in English (C1-C2 IELTS) with outstanding writing skills in English.
- Excellent IT and Internet skills including Microsoft Excel and Outlook; Taleo database a plus
- Bachelor's degree, preferably from Business and Management related degrees.

Desirable

- Previous experience in a similar PA role would be advantageous;
- Knowledge of the legal industry or interest

We are currently looking for the right candidate to start in November 2015. If you consider yourself to have an abundantly positive outlook and are a self-starter with a proactive attitude contact us to learn more. For further information about Legalis, our internship program and Budapest please check <http://legalisglobal.com/about-legalis>.

Please send your resume/CV, cover letter (in English) and availability date to inkeri.jekunen@legalisglobal.com